

Admissions Policy

Equal Opportunities Statement

Big Bear Bespoke Education Ltd will never discriminate when considering an application. Students will not have their application refused due to ethnicity, culture, religion, sexual orientation or any other illegal discriminatory category. This policy should be read in conjunction with our Equalities policy which is within our wider safeguarding policy document.

School Organisation

As of January 2019 Big Bear Bespoke Education Ltd will consider applications to Arun Court School as being operational between 10:00 and 16:30, Monday to Friday. Students on roll at the school must attend during these times, with registration taken at 10 and 12:45. In addition these same students can access before school club from 8:45 and after school club until 17:30. September 2018 – December 2018 we are only able to provide 17 hours of afternoon education and support.

Students who are attending Arun Court School in a dual registered arrangement will be considered to be 'on roll'

Our fire inspection concluded with the recommendation that the main building at number 14 Arun Court could adequately, and safely, cater for 60 people including students and staff. During school hours we will operate a roll of **20 full time places**, which will require a staff of 10 people, making a total number of occupants of 30.

The 20 places are notionally divided into 2 groups of students; lower (Y7 – Y9) and upper (above year 9) however provided the overall number of 20 is not exceeded we will alter these groupings to meet demand, creating parallel smaller groupings. The groups of 10 then split into 5 or less for teaching groups.

Admissions Process

Arun Court School will only accept students with a high level of need. EHCPs are allocated and funded by Local Education Authorities. Due to our location our two main funding LEAs will be Surrey and Hampshire, but we will also be able to work with West Sussex, East Sussex, Bracknell Forest and Merton.

Placements are secured by the LEA making contact and sending through an EHCP and an Annual Review for our attention. We will contact the LEA within 10 working days stating whether we have a place and whether we feel that the student reaches our admissions criteria. We will then offer a 15 day trial period upon completion of the initial basic registration form.

Only after a successful 15 day trial period will we make a formal offer of a placement, and at this stage we will require a contract to be signed by the LEA representative. At this stage parents / guardians must complete any outstanding registration documentation as a placement cannot commence without the forms being received.

For a young person to be offered a place we need to feel secure that:

1. We can keep the student safe and that their presence will not affect the safety of others
2. That parents are willing to work with us and that the student wants, and is ready for, change
3. That we can cater fully for the needs of the student as laid out within the EHCP and Annual Review Documentation

When reviewing an EHCP we use the following tick sheet, and this sheet should also act as guidance to the LEAs as to whether it is suitable to send us the paperwork and proposal:

Admissions Policy – quick tick sheet

<u>POTENTIALLY suitable after a trial period</u>		<u>NOT suitable for our setting</u>	
Year 7 or above		Aged under Year 7	
High academic ability, or low attainment but high IQ and potential – may have under performed due to absences from school		Very low academic ability and low academic potential (such students find the conversation and academic level of our students very difficult to understand)	
Requires OT involvement and a sensory programme		Requires heavy speech and language involvement beyond social and emotional language (ie has major speech or receptive language issues)	
Requires clinical or educational psychology involvement		Requires any form of personal care – eating, dressing, toileting	
We may take a child with a record of aggression to other students, if we can see that the environment and their levels of anxiety have contributed		Has a physical disability which means they cannot access stairs or other aspects of our very old building – where possible we will use the Hub as an alternative	
<p style="text-align: center;">Has any of the following conditions and needs:</p> <p>OCD Post-trauma needs Self-harming Psychosis Bulimia or anorexia Clinical depression Agoraphobia Phobias and fears Mono-mania Controlling behaviours Anxiety induced Tourette's Sensory processing difficulties Emotional regulation difficulties Gender orientation needs High social or learning anxiety High functioning ASD School refusal due to bullying or learning style difficulties</p> <p>We are happy to work with students who have been out of school for long periods of time</p>		Has a recent documented record of aggression and violence towards adults in school AND/OR has a recent record of absconding.	
We are happy to work in close liaison with social services, CAMHS, psychiatric units and other provisions		Has a record of bullying behaviours and constant intimidation of others – many of our students are highly vulnerable	
The paperwork indicates that the child is ready for a new style of intervention and is willing to work with us – the student needs to be able to demonstrate the capacity and desire for change, and be well enough to give it a concerted effort		Please note we are NOT a specialist setting for ASD We cannot take students who require visual timetables, a work station approach or any of the usual mid-range autism techniques; it does not work at our setting which is much more collaborative and free-flow	
		Students where there is a high indication that they require a behavioural led school with structure and rules (A PRU type approach) – we work on personal responsibility, self-regulation and engagement with therapy	
<p>Based on the above assessment of paperwork we are ABLE / NOT ABLE To offer a 15 day trial period (or) Due to not having any spaces available we are not able to offer a trial period</p> <div style="text-align: right; margin-right: 50px;"><input type="checkbox"/></div>			